

Entering Payments in MyHR – Manager Input

Select the My People tab in MyHR and select “Time and Attendance”

Select the employee you need to enter payment details for and then select “Next”

The screenshot shows the Xentrall My People interface. On the left sidebar, the 'My People' tab is selected, and the 'Time & Attendance' option is highlighted. The main area displays a list of employees with checkboxes. Samantha Hind is selected. The 'Next' button is highlighted in the bottom right corner.

Employee Name	Employee Number	Post	Employee Information
Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
<input type="checkbox"/> Kayleigh Kidd	6023927	Customer Engagement & System Support Off (POS011634)	
<input type="checkbox"/> Rosslyn Piper	1006378	Customer Engagement & System Support Off (POS011637)	
<input type="checkbox"/> Sharon Crilly	0272643	Customer Engagement & System Support Off (POS011638)	
<input checked="" type="checkbox"/> Samantha Hind	0277929	Customer Engagement & System Support Off (POS011639)	
<input type="checkbox"/> Janet Lawley	1008473	Customer Engagement & System Support Off (POS011640)	Has another post

Select the date you want to enter a Payment for, you can use the “previous” button to go back to previous weeks. Once you have the correct date right click on the day and the menu options will be displayed.

Select Payments

The screenshot shows the Xentrall Time Management interface. The 'Time & Attendance' tab is selected. The 'Add' button is highlighted for the date 13/02/2022. The dropdown menu shows 'PAY Payments' as the selected option.

Name	Employee No.	Avg Weekly Contract Hrs	Monday 07/02/2022	Tuesday 08/02/2022	Wednesday 09/02/2022	Thursday 10/02/2022	Friday 11/02/2022	Saturday 12/02/2022	Sunday 13/02/2022	My Holiday
Samantha Hind	0277929	37								

The following page will then display.

- Select the relevant payment type from the Category list.
- Add a comment if required
- Enter the date the payment was earned
- Enter the total time
- All payments will be automatically paid against the employees main payroll cost code. You can alter the cost code by clicking Yes to “Do you want to charge to a different cost centre?”
- Click Submit when complete

The screenshot shows the Xentrall web interface. On the left is a sidebar with navigation links: 'Me', 'My People', 'Team Selector', 'Delegations', 'Time & Attendance' (highlighted), 'Employee Personal Details', 'Reports', and 'Forms History'. The main content area is titled 'Create Enter Payments or Hours Worked - Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639)'. Below the title is a sub-header: 'The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.' The form contains the following fields: 'Type' (set to 'Payments'), 'Category' (dropdown menu showing 'Overtime at plain time'), 'Comments' (text box with 'pack checking'), 'Date' (calendar icon showing '09/02/2022'), and 'Total Time' (three input boxes for 'hh' (2), 'mm' (30), and 'hrs decimal' (2.50)). Below these is a question: 'Do you want to charge to a different cost centre?' with 'Yes' and 'No' radio buttons, where 'No' is selected. A red-bordered note box contains the text: 'Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.' At the bottom right are 'Cancel' and 'Submit' buttons.

If you are the employees Direct Manager or have an authorisation process outside of MyHR (arranged with the Support Team), the payment will be sent directly to payroll.

Deadlines:

Please refer to the deadlines page under Time & Attendance, or check the MyHR website for the most up to date deadlines.

<https://www.xentrall.org.uk/media/1050/payment-deadlines-2022-2023.pdf>

Payment Categories

Overtime at plain

This is for employees with contracted hours

For example, a cleaner who is contracted to 10.00 hours and works 5.00 hours overtime you would pick this payment type

Hours Claimed – Casual Contract

This is for employees with a zero-hour contract

Supply Teachers Days

For Supply Teachers who work days – input as one unit

For example, if worked 2 Supply Days – input 2 units

Supply Teachers Hours

For Supply Teachers who work hours

Input the number of hours worked

Teacher Extra Days

This is for part time Teachers who work extra day, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours

Input number of units for each extra day

Teacher Extra Hours

This is for part time Teachers who work extra hours, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours

Input number of hours worked

Out of Schools

This is for work claimed out of school hours, usually applies to Full Time Teachers (32.50 hours)

Check with Amelia if you have any out of school hours or days to pay – we will then set this up specifically for your school

Notes

Teachers cannot claim any more than 6.50 hours per day

Grade Difference or Acting up payments for example a TA acting up to a teacher's rate.